

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Sunset Review Process

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**Purpose**

To establish a Sunset Review Process for policies, codes, ordinances and resolutions related to County Programs.

**Background**

On December 13, 1977 (103), the Board of Supervisors approved the application of a Sunset Review Process to routinely and systematically evaluate and reconsider: (1) the Board of Supervisors Policy Manual; (2) each Article of the Administrative Code; (3) each Title of the County Code of Regulatory Ordinances; and (4) each individual uncodified ordinance or resolution. This policy provides for the implementation of this Sunset Review Process.

**Policy**

It is the policy of the Board of Supervisors that:

1. Sunset Review shall be a cyclical ongoing process applied to all policies, codes, ordinances and resolutions adopted by the Board of Supervisors.
2. Exceptions include:
  - a. One-time Actions. Resolutions honoring a person or event, or awarding a contract or a grant, or an ordinance consolidating elections on a specific date, shall not require Sunset Review.
  - b. Actions to Delete. Formal action to delete a policy, code, ordinance or resolution.
  - c. Actions Requiring Extraordinary Processes. Certain ordinances, if re-enacted, would require extraordinary processes, such as Environmental Impact Reports or Meet and Confer processes. These would be unnecessarily costly if the Board wished simply to continue an existing ordinance, rather than delete or revise it. Accordingly, Sunset Review shall not be applied to land use (general plan, zoning and subdivision ordinances, etc.) or personnel related ordinances (Compensation Ordinance and Civil Service Commission Rules).

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- d. **Waivers.** The Board of Supervisors may make exceptions to this policy and by minute order waive application of Sunset Review to specific policies, codes, ordinances and resolutions as deemed appropriate.
3. The Sunset Review of all County policies, codes, ordinances and resolutions shall be submitted to the Board of Supervisors for review and approval on a seven-year cycle. The Chief Administrative Officer shall establish and maintain the procedures and scheduling to ensure compliance with this policy.
4. The responsibilities for performing the tasks involved in Sunset Review include the following:
  - a. **Chief Administrative Officer (CAO).** Develops and maintains a Sunset Review Schedule and assigns coordination of the review to appropriate Management Groups for completion by their assigned departments.
  - b. **Departments.** Reviews policies, codes, and ordinances as scheduled and recommends to DCAO continuance, deletion or revision, and seeks citizen committee input, when appropriate.
  - c. **Citizen Committees.** Provides comments to departments on staff recommendations.
  - d. **DCAO with assistance of County Counsel.** Provides recommendations including comments by citizen committees to Board of Supervisors.
  - e. **Board of Supervisors.** Determines to continue, delete or revise each policy, code, ordinance or resolution.

**Sunset Date**

This policy will be reviewed for continuance by 12-31-01.

**Board Action**

02-14-78 (5)  
08-29-78 (58b)  
10-30-84 (95)  
05-10-88 (31)  
06-20-89 (62)  
12/8/98 (53)

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CAO Reference

1. County Counsel
2. Chief Administrative Officer